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Follow-up to and implementation of the outcome of the 2002 International Conference on Financing for Development and the preparation of the 2008 Review Conference

Proposed organization of work of the Conference on the World Financial and Economic Crisis and Its Impact on Development (New York, 1-3 June 2009)

Note by the Secretariat*

I. Introduction

1. The General Assembly, in its resolution 63/239, endorsed the Doha Declaration on Financing for Development: outcome document of the Follow-up International Conference on Financing for Development to Review the Implementation of the Monterrey Consensus, which stated that the United Nations would hold a conference at the highest level on the world financial and economic crisis and its impact on development, to be organized by the President of the General Assembly, with the modalities to be defined by March 2009 at the latest.

2. The arrangements set out below have been formulated on the basis of General Assembly resolution 63/277, taking into account the experience at the International Conference on Financing for Development, held in Monterrey, Mexico, from 18 to 22 March 2002, and the Follow-up International Conference on Financing for Development to Review the Implementation of the Monterrey Consensus, held in Doha, Qatar, from 29 November to 2 December 2008.

3. The following annexes are attached to the present note:

(a) Annex I. Provisional rules of procedure;

(b) Annex II. Provisional agenda;

(c) Annex III. Proposed timetable for the work of the Conference.

* In accordance with General Assembly resolution 63/277, the present note was prepared by the Secretariat in close collaboration with the Office of the President of the General Assembly.

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II. Election of officers

4. Rule 6 of the provisional rules of procedure provides that the Conference shall elect from among the representatives of participating States the following officers: a President, 26 Vice-Presidents and a Rapporteur-General, as well as a Chairman of the Main Committee if established in accordance with rule 46. These officials shall be elected on the basis of ensuring the representative character of the General Committee. Rule 11 provides that the General Committee shall be composed of the President, the Vice-Presidents, the Rapporteur-General and the Chairman of the Main Committee if established in accordance with rule 46. The Conference may also elect such other officers as it deems necessary for the performance of its functions.

5. In its resolution 63/277, the General Assembly decided that the Conference will be presided over by the President of the General Assembly. It is proposed that the composition of the General Committee of the Conference be based on that of the General Committee of the General Assembly of the United Nations at its sixty-third session, which was composed of the President (Nicaragua), 21 Vice-Presidents (Afghanistan, Bolivia (Plurinational State of), Cameroon, China, Egypt, France, Jamaica, Kyrgyzstan, the Republic of Moldova, Mongolia, Myanmar, Namibia, Niger, Portugal, the Russian Federation, Rwanda, Solomon Islands, Spain, Togo, the United Kingdom of Great Britain and Northern Ireland and the United States of America) and Chairmen of the six Main Committees (Argentina, Honduras, Hungary, Iraq, the Netherlands and Nigeria).

III. Adoption of the rules of procedure

6. The Conference will have before it for adoption the provisional rules of procedure (annex I).

IV. Adoption of the agenda

7. The Conference will also have before it for adoption the provisional agenda (annex II).

V. Organization of work

A. Dates and venue

8. The Conference will be held at United Nations Headquarters in New York, from 1 to 3 June 2009.

B. Allocation of items

9. In accordance with General Assembly resolution 63/277, it is proposed that the Conference organize its work around six plenary meetings and four interactive round tables (see annex III). It is proposed that items 1 to 8 (a), 10 and 11 of the provisional agenda be considered in plenary meetings and that item 8 (b) be allocated to the Main Committee if established in accordance with rule 46 of the

rules of procedure. Discussions on the outcome document of the Conference, under item 8 (b), will be held in the Main Committee, while the general debate, under item 8 (a), will be held in plenary meetings. The four round tables, under items 9 (a) to (d), will be held concurrently with plenary meetings and the Main Committee.

C. Plenary meetings

10. It is proposed that two plenary meetings be held each day, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. All plenary meetings will be held in the General Assembly Hall. At these meetings, Heads of State or Government, ministers and heads of delegations attending the Conference will be able to make formal statements, on the understanding that the principle of precedence will be strictly applied. Each oral statement will be limited to five minutes, although this will not preclude the distribution of more extensive texts. No delegation will be allowed to speak more than once during the general exchange of views. The opening of the list of speakers will be announced in the *Journal of the United Nations*.

11. The opening plenary meeting during the morning of Monday, 1 June, will begin with the formal opening of the Conference by the Secretary-General followed by the election of the President. Opening statements will be made by the President of the Conference and the Secretary-General of the United Nations. The meeting will also consider all procedural and organizational matters, including the adoption of the rules of procedure and the agenda, the election of officers other than the President, the establishment of the Main Committee, the appointment of the members of the Credentials Committee and arrangements for the preparation of the report of the Conference.

12. The closing plenary in the afternoon of Wednesday, 3 June, is expected to conclude with the adoption of the outcome document and of the report of the Conference.

D. Main Committee

13. It is proposed that the Main Committee meet from the afternoon of Monday, 1 June, through the morning of Wednesday, 3 June, if required. The schedule of meetings of the Main Committee will be announced in the *Journal of the United Nations*. The Main Committee will be seized with finalizing the outcome document of the Conference.

14. The Chairman of the Main Committee will be elected by the Conference in accordance with the provisions of rule 6 of the provisional rules of procedure. In accordance with the provisions of rule 49, the Main Committee will elect its own officers. It is recommended that agreement be reached on the slate of candidates for posts falling within the ambit of the Main Committee before the opening of the Conference, thus permitting elections by acclamation and dispensing with the requirement of a secret ballot. To that end, it is suggested that the President of the General Assembly may wish to nominate the two co-facilitators, appointed for the substantive preparation of the Conference, to assume the role of the co-chairmen, subject to the approval of the Conference.

E. Round tables

15. It is proposed that the four interactive round tables be held on Monday, 1 June, from 3 p.m. to 6 p.m.; Tuesday, 2 June, from 10 a.m. to 1 p.m.; Tuesday, 2 June, from 3 p.m. to 6 p.m.; and Wednesday, 3 June, from 10 a.m. to 1 p.m. All the round tables will be held in Conference Room 4.

16. Pursuant to General Assembly resolution 63/277, it is proposed that the round tables be held under the overall theme "Examining and overcoming the deepening world financial and economic crisis and its impact on development" and address the main issues before the Conference, as follows:

(a) Round table 1: Present and future impacts of the crisis on, inter alia, employment, trade, investment and development, including the achievement of the internationally agreed development goals and the Millennium Development Goals;

(b) Round table 2: Coordinated and collaborative actions and appropriate measures to mitigate the impact of the crisis on development;

(c) Round table 3: The role of the United Nations and its Member States in the ongoing international discussions on reforming and strengthening the international financial and economic system and architecture;

(d) Round table 4: Contributions of the United Nations development system in response to the crisis.

17. Each round table will be co-chaired by two chairmen to be appointed by the President of the Conference from among the Heads of State or Government and ministers attending the Conference, including those nominated by the regional groups, comprising a total of eight co-chairmen, four to be drawn from developing countries and four to be drawn from developed countries and countries with economies in transition. High-level officials from the relevant institutional stakeholders will be invited to act as moderators and/or panellists at the round tables.

18. Each round table will be open to participation by representatives of all Member States; 21 representatives of observers, relevant entities of the United Nations system and other accredited intergovernmental organizations; 5 representatives of accredited civil society organizations; and 5 representatives of accredited business sector entities. Each representative may be accompanied by one adviser. The list of non-State participants in the round tables will be established on a first-come, first-served basis. The opening of the inscription of non-State entities for participation in the round tables will be announced in the *Journal of the United Nations*.

19. Each round table will include an initial panel discussion, organized by the Office of the President of the General Assembly with the support of the Secretariat, comprising four or five high-level panellists and a moderator. The panel discussion will be followed by an interactive debate among Member States and other relevant stakeholders. No list of speakers will be established. Each oral intervention will be limited to three minutes, although this will not preclude the distribution of more extensive texts.

F. Timetable for the work of the Conference

20. The proposed timetable for the work of the Conference is contained in annex III.

G. Organization of meetings

21. The resources available to the Conference allow for a maximum of two simultaneous meetings in the morning and two in the afternoon, with interpretation facilities, including committees, round tables, working groups and informal consultations. Interpretation facilities can be provided to regional group meetings only when they are held in place of formal meetings or if those facilities are otherwise available.

22. In accordance with the provisions of rule 48 of the provisional rules of procedure, the Conference may establish, in addition to the Main Committee, such committees and working groups as it deems necessary for the performance of its functions. Each committee may set up subcommittees and working groups.

VI. Credentials of representatives to the Conference: appointment of the members of the Credentials Committee

23. Rule 3 of the provisional rules of procedure provides that the credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General, if possible, not less than one week before the date fixed for the opening of the Conference. The credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of the European Community, by the President of the European Commission.

24. Rule 4 of the provisional rules of procedure provides that a Credentials Committee of nine members shall be appointed at the beginning of the Conference and that its composition shall be based on that of the Credentials Committee of the General Assembly at its sixty-third session, which consisted of the following Member States: Botswana, China, Cyprus, Luxembourg, Mexico, Mozambique, the Russian Federation, Saint Kitts and Nevis and the United States of America. The Committee shall examine the credentials of representatives and report to the Conference without delay.

VII. Participants

A. Member States and observers

25. The Conference, including the plenary and informal meetings, will be open to participation by all States Members of the United Nations, the Holy See, in its capacity as Observer State, and Palestine, in its capacity as observer, as well as intergovernmental organizations and other entities having received a standing invitation from the General Assembly to participate as observers in the sessions and

work of all international conferences convened under its auspices, in accordance with the rules of procedure of the Conference.

B. Institutional stakeholders

26. Other relevant intergovernmental organizations that were accredited to the Monterrey Conference on Financing for Development and its follow-up process, including the Doha Review Conference, as well as relevant organizations of the United Nations system, may participate in the deliberations of the Conference, as appropriate, in accordance with the rules of procedure of the Conference.

27. In addition, interested intergovernmental organizations that were not accredited to the Monterrey Conference on Financing for Development, its follow-up process or the Doha Review Conference may apply to the General Assembly for accreditation following the established accreditation procedure.

28. The above arrangements concerning participation of institutional stakeholders in the Conference will in no way create a precedent for meetings of the General Assembly.

C. Civil society and the business sector

29. Non-governmental organizations and business sector entities are invited to participate in the deliberations of the Conference, as appropriate, in accordance with the rules of procedure of the Conference. Registration will be open to: (a) all non-governmental organizations that are in consultative status with the Economic and Social Council; and (b) all non-governmental organizations and business sector entities that have been accredited to the Monterrey Conference on Financing for Development or its follow-up process, including the Doha Review Conference.

30. In addition, interested non-governmental organizations and business sector entities that are not in consultative status with the Economic and Social Council or were not accredited to the Monterrey Conference on Financing for Development, its follow-up process or the Doha Review Conference may apply to the General Assembly for accreditation following the established accreditation procedure.

31. The above arrangements concerning participation of non-governmental organizations and business sector entities in the Conference will in no way create a precedent for meetings of the General Assembly.

VIII. Secretariat

32. The responsibilities of the secretariat of the Conference are set out in rules 14 to 16 of the provisional rules of procedure.

IX. Documentation

33. The official documentation of the Conference will include documents issued before, during and after the Conference.

A. Pre-session documentation

34. Pre-session documentation will include:

(a) Provisional agenda (A/CONF.214/1);

(b) Provisional rules of procedure (A/CONF.214/2);

(c) Note by the President of the General Assembly transmitting the draft outcome document of the Conference (A/CONF.214/3);

(d) Report of the Secretary-General on the world financial and economic crisis and its impact on development (A/CONF.214/4);

(e) Note by the Secretariat on organizational and procedural matters (A/CONF.214/5);

(f) Information for participants (A/CONF.214/INF/1).

B. In-session documentation

35. In-session documentation will include:

(a) Official (verbatim) records of plenary meetings (A/CONF.214/PV.1-6);

(b) Draft report of the Credentials Committee (A/CONF.214/6);

(c) Note by the Secretariat transmitting summaries of the round-table discussions (A/CONF.214/7 and addenda):

(i) Summary of round table 1 (A/CONF.214/7/Add.1);

(ii) Summary of round table 2 (A/CONF.214/7/Add.2);

(iii) Summary of round table 3 (A/CONF.214/7/Add.3);

(iv) Summary of round table 4 (A/CONF.214/7/Add.4);

(d) Draft report of the Conference (A/CONF.214/8);

(e) Draft resolution on the outcome of the Conference (A/CONF.214/L.1);

(f) Provisional list of delegations to the Conference (A/CONF.214/INF/2).

C. Post-session documentation

36. In accordance with the practice followed at previous United Nations conferences, it is recommended that the report of the Conference consist of the decisions of the Conference, a brief account of the proceedings and a repertorial account of the work of the Conference and the action taken in plenary meetings.

37. The General Assembly, in its resolution 63/277, provided, inter alia, that the Conference would result in a concise outcome to be agreed by Member States and would also result in summaries of the round-table discussions, to be included in the final report of the Conference.

D. Inputs from all relevant stakeholders

38. Background information for the Conference, including inputs received from all relevant stakeholders, will be posted on the Conference website.

X. Side events

39. Special events, including briefings, seminars, workshops and panel discussions on issues related to the theme of the Conference may be organized by Member States, organizations of the United Nations system and accredited institutional and non-institutional stakeholders for the benefit of the participants in the Conference. The calendar of those events will be announced in the *Journal of the United Nations* and will also be posted on the Conference website.

XI. Media coverage

40. Press materials for journalists covering the Conference will be prepared by the Department of Public Information. In addition, the documents counter in the media area will provide all Conference documents, as well as press releases on its plenary meetings, round tables and other events. They will also be made available electronically on the Conference website.

41. The plenary meetings and round tables, as well as press conferences, will be broadcast live into the media area. A programme of special media briefings and press conferences will be announced.

XII. Action by the General Assembly

42. **In order to facilitate and expedite the preparatory work for the Conference, the General Assembly may wish to take appropriate action on the proposals contained in the present note and its annexes by the end of April 2009.**

Annex I

Provisional rules of procedure for the Conference on the World Financial and Economic Crisis and Its Impact on Development

I. Representation and credentials

Rule 1
Composition of delegations

The delegation of each State participating in the Conference and that of the European Community shall consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required.

Rule 2
Alternates and advisers

The head of delegation may designate an alternate representative or an adviser to act as a representative.

Rule 3
Submission of credentials

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of the United Nations, if possible not less than one week before the date fixed for the opening of the Conference. The credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of the European Community, by the President of the European Commission.

Rule 4
Credentials Committee

A Credentials Committee of nine members shall be appointed at the beginning of the Conference. Its composition shall be based on that of the Credentials Committee of the General Assembly of the United Nations at its sixty-third session. It shall examine the credentials of representatives and report to the Conference without delay.

Rule 5
Provisional participation in the Conference

Pending a decision of the Conference upon their credentials, representatives shall be entitled to participate provisionally in the Conference.

II. Officers

Rule 6
Elections

The Conference shall elect from among the representatives of participating States the following officers: a President, 26 Vice-Presidents and a Rapporteur-General, as well as a Chairman of the Main Committee established in accordance with rule 46. These officials shall be elected on the basis of ensuring the representative character of the General Committee. The Conference may also elect such other officers as it deems necessary for the performance of its functions.

Rule 7
General powers of the President

1. In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall preside at the plenary meetings of the Conference, declare the opening and closing of each meeting, direct the discussions, ensure the observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The President shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order thereat. The President may propose to the Conference the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times each representative may speak on a question, the adjournment or closure of the debate and the suspension or the adjournment of a meeting.

2. The President, in the exercise of his/her functions, remains under the authority of the Conference.

Rule 8
Acting President

1. If the President is absent from a meeting or any part thereof, he/she shall designate one of the Vice-Presidents to take his/her place.

2. A Vice-President acting as President shall have the same powers and duties as the President.

Rule 9
Replacement of the President

If the President is unable to perform his/her functions, a new President shall be elected.

Rule 10
Voting rights of the President

The President, or a Vice-President acting as President, shall not vote in the Conference, but may appoint another member of his/her delegation to vote in his/her place.

III. General Committee

Rule 11
Composition

The President, the Vice-Presidents, the Rapporteur-General and the Chairman of the Main Committee shall constitute the General Committee. The President, or in his/her absence one of the Vice-Presidents designated by him/her, shall serve as Chairman of the General Committee. The Chairman of the Credentials Committee and other committees established by the Conference in accordance with rule 48 may participate, without the right to vote, in the General Committee.

Rule 12
Substitute members

If the President or a Vice-President of the Conference is to be absent during a meeting of the General Committee, he/she may designate a member of his/her delegation to sit and vote in the Committee. In case of absence, the Chairman of the Main Committee shall designate the Vice-Chairman of that Committee as his/her substitute. When serving on the General Committee, a Vice-Chairman of the Main Committee shall not have the right to vote if he/she is of the same delegation as another member of the General Committee.

Rule 13
Functions

The General Committee shall assist the President in the general conduct of the business of the Conference and, subject to the decisions of the Conference, shall ensure the coordination of its work.

IV. Secretariat of the Conference

Rule 14
Duties of the Secretary-General of the United Nations

1. The Secretary-General of the United Nations or his/her designated representative shall act in that capacity in all meetings of the Conference and its subsidiary organs.

2. The Secretary-General of the United Nations may designate a member of the secretariat to act in his/her place at these meetings.

3. The Secretary-General of the United Nations shall direct the staff required by the Conference.

Rule 15
Duties of the secretariat

The secretariat of the Conference shall, in accordance with these rules:

(a) Interpret speeches made at meetings;

(b) Receive, translate, reproduce and circulate the documents of the Conference;

(c) Publish and circulate the official documents of the Conference;

(d) Prepare and circulate records of public meetings;

(e) Make and arrange for the keeping of sound recordings;

(f) Arrange for the custody and preservation of the documents of the Conference in the archives of the United Nations;

(g) Generally perform all other work that the Conference may require.

Rule 16
Statements by the secretariat

The Secretary-General of the United Nations, or any member of the secretariat designated for that purpose, may, at any time, make either oral or written statements concerning any question under consideration.

V. Opening of the Conference

Rule 17
Temporary President

The Secretary-General of the United Nations or, in his absence, any member of the secretariat designated by him for that purpose, shall open the first meeting of the Conference and preside until the Conference has elected its President.

Rule 18
Decisions concerning organization

The Conference shall at its first meeting:

(a) Adopt its rules of procedure;

(b) Elect its officers and constitute its subsidiary organs;

(c) Adopt its agenda, the draft of which shall, until such adoption, be the provisional agenda of the Conference;

(d) Decide on the organization of its work.

VI. Conduct of business

Rule 19
Quorum

The President may declare a meeting open and permit the debate to proceed when at least one third of the representatives of the States participating in the Conference are present. The presence of representatives of a majority of the States so participating shall be required for any decision to be taken.

Rule 20
Speeches

1. No representative may address the Conference without having previously obtained the permission of the President. Subject to rules 21, 22 and 25 to 27, the

President shall call upon speakers in the order in which they signify their desire to speak. The Secretariat shall be in charge of drawing up a list of speakers.

2. Debate shall be confined to the question before the Conference and the President may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

3. The Conference may limit the time allowed to each speaker and the number of times each participant may speak on any question. Permission to speak on a motion to set such limits shall be accorded to only two representatives in favour of and two opposing such limits, after which the motion shall be immediately put to the vote. In any event, with the consent of the Conference, the President shall limit each intervention on procedural matters to five minutes. When the debate is limited and a speaker exceeds the allotted time, the President shall call him/her to order without delay.

Rule 21
Points of order

During the discussion of any matter, a representative may at any time raise a point of order, which shall be immediately decided by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the representatives present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 22
Precedence

The Chairman or Rapporteur of the Main Committee, or the representative of a subcommittee or working group, may be accorded precedence for the purpose of explaining the conclusions arrived at by the body concerned.

Rule 23
Closing of the list of speakers

During the course of a debate, the President may announce the list of speakers and, with the consent of the Conference, declare the list closed.

Rule 24
Right of reply

1. Notwithstanding rule 23, the President shall accord the right of reply to a representative of any State participating in the Conference or of the European Community who requests it. Any other representative may be granted the opportunity to make a reply.

2. The statements made under this rule shall normally be made at the end of the last meeting of the day, or at the conclusion of the consideration of the relevant item if that is sooner.

3. The representatives of a State or of the European Community may make no more than two statements under this rule at a given meeting on any item. The first

shall be limited to five minutes and the second to three minutes; representatives shall in any event attempt to be as brief as possible.

Rule 25
Adjournment of debate

A representative of any State participating in the Conference may at any time move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, permission to speak on the motion shall be accorded to only two representatives in favour and two opposing the adjournment, after which the motion shall, subject to rule 28, be immediately put to the vote.

Rule 26
Closure of debate

A representative of any State participating in the Conference may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified his/her wish to speak. Permission to speak on the motion shall be accorded to only two representatives opposing the closure, after which the motion shall, subject to rule 28, be immediately put to the vote.

Rule 27
Suspension or adjournment of the meeting

Subject to rule 38, a representative of any State participating in the Conference may at any time move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted and they shall, subject to rule 28, be immediately put to the vote.

Rule 28
Order of motions

The motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

(a) To suspend the meeting;

(b) To adjourn the meeting;

(c) To adjourn the debate on the question under discussion;

(d) To close the debate on the question under discussion.

Rule 29
Submission of proposals and substantive amendments

Proposals and substantive amendments shall normally be submitted in writing to the Secretary-General or his designated representative, who shall circulate copies to all delegations. Unless the Conference decides otherwise, substantive proposals shall be discussed or put to a decision no earlier than 24 hours after copies have been circulated in all languages of the Conference to all delegations. The President may, however, permit the discussion and consideration of amendments, even though these amendments have not been circulated or have been circulated only the same day.

Rule 30
Withdrawal of proposals and motions

A proposal or a motion may be withdrawn by its sponsor at any time before a decision on it has been taken, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced by any representative.

Rule 31
Decisions on competence

Subject to rule 28, any motion calling for a decision on the competence of the Conference to adopt a proposal submitted to it shall be put to the vote before a decision is taken on the proposal in question.

Rule 32
Reconsideration of proposals

When a proposal has been adopted or rejected, it may not be reconsidered unless the Conference, by a two-thirds majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded to only two speakers opposing reconsideration, after which the motion shall be immediately put to the vote.

VII. Decision-making

Rule 33
General agreement (consensus)

The Conference shall make its best endeavours to ensure that the work of the Conference is accomplished by general agreement (consensus).

Rule 34
Voting rights

Each State participating in the Conference shall have one vote.

Rule 35
Majority required

1. Subject to rule 33, decisions of the Conference shall be taken by a two-thirds majority of the representatives present and voting.

2. Except as otherwise provided in these rules, decisions of the Conference on all matters of procedure shall be taken by a majority of the representatives present and voting.

3. If the question arises whether a matter is one of procedure or of substance, the President of the Conference shall rule on the question. An appeal against this ruling shall be put to the vote immediately, and the President's ruling shall stand unless overruled by a majority of the representatives present and voting.

4. If a vote is equally divided, the proposal or motion shall be regarded as rejected.

Rule 36
Meaning of the phrase "representatives present and voting"

For the purpose of these rules, the phrase "representatives present and voting" means representatives casting an affirmative or negative vote. Representatives who abstain from voting shall be regarded as not voting.

Rule 37
Method of voting

1. Except as provided in rule 44, the Conference shall normally vote by show of hands, except that a representative may request a roll-call, which shall then be taken in the English alphabetical order of the names of the States participating in the Conference, beginning with the delegation whose name is drawn by lot by the President. The name of each State shall be called in all roll-calls, and its representative shall reply "yes", "no" or "abstention".

2. When the Conference votes by mechanical means, a non-recorded vote shall replace a vote by show of hands and a recorded vote shall replace a roll-call. A representative may request a recorded vote, which shall, unless a representative requests otherwise, be taken without calling out the names of the States participating in the Conference.

3. The vote of each State participating in a roll-call or a recorded vote shall be inserted in any record of or report on the meeting.

Rule 38
Conduct during voting

After the President has announced the commencement of voting, no representative shall interrupt the voting, except on a point of order in connection with the process of voting.

Rule 39
Explanation of vote

Representatives may make brief statements consisting solely of explanations of vote, before the voting has commenced or after the voting has been completed. The President may limit the time to be allowed for such explanations. The representative of a State sponsoring a proposal or motion shall not speak in explanation of vote thereon, unless it has been amended.

Rule 40
Division of proposals

A representative may move that parts of a proposal be decided on separately. If a representative objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded to only two representatives in favour of and two opposing the division. If the motion is carried, those parts of the proposal that are subsequently approved shall be put to the Conference for decision as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

Rule 41
Amendments

A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal. Unless specified otherwise, the word "proposal" in these rules shall be regarded as including amendments.

Rule 42
Order of voting on amendments

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Conference shall vote first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

Rule 43
Order of voting on proposals

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Conference decides otherwise, be voted on in the order in which they were submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.

2. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case, the original proposal shall be regarded as withdrawn and the revised proposal shall be treated as a new proposal.

3. A motion requiring that no decision be taken on a proposal shall be put to the vote before a decision is taken on the proposal in question.

Elections

Rule 44

All elections shall be held by secret ballot unless, in the absence of any objection, the Conference decides to proceed without taking a ballot when there is an agreed candidate or slate.

Rule 45

1. When one or more elective places are to be filled at one time under the same conditions, those candidates, in a number not exceeding the number of such places, obtaining in the first ballot a majority of the votes cast and the largest number of votes, shall be elected.

2. If the number of candidates obtaining such majority is less than the number of places to be filled, additional ballots shall be held to fill the remaining places, the voting being restricted to the candidates obtaining the largest number of votes in the previous ballot, in a number not exceeding twice the number of places remaining to be filled.

VIII. Subsidiary bodies

Rule 46
Main Committee

The Conference may establish a Main Committee as required, which may set up subcommittees or working groups.

Rule 47
Representation on the Main Committee

Each State participating in the Conference and the European Community may be represented by one representative on the Main Committee established by the Conference. It may assign to the Committee such alternate representatives and advisers as may be required.

Other committees and working groups

Rule 48

1. In addition to the Main Committee referred to above, the Conference may establish such committees and working groups as it deems necessary for the performance of its functions.

2. Each committee may set up subcommittees and working groups.

Rule 49

1. The members of the committees and working groups of the Conference, referred to in rule 48, paragraph 1, shall be appointed by the President, subject to the approval of the Conference, unless the Conference decides otherwise.

2. Members of the subcommittees and working groups of committees shall be appointed by the Chairman of the committee in question, subject to the approval of that committee, unless the committee decides otherwise.

Rule 50
Officers

Except as otherwise provided in rule 6, each committee, subcommittee and working group shall elect its own officers.

Rule 51
Quorum

1. The Chairman of the Main Committee may declare a meeting open and permit the debate to proceed when representatives of at least one quarter of the States participating in the Conference are present. The presence of representatives of a majority of the States so participating shall be required for any decision to be taken.

2. A majority of the representatives of the General or Credentials Committee or of any committee, subcommittee or working group shall constitute a quorum, provided that they are representatives of participating States.

Rule 52
Officers, conduct of business and voting

The rules contained in sections II, VI (except rule 19) and VII above shall be applicable, mutatis mutandis, to the proceedings of committees, subcommittees and working groups, except that:

(a) The Chairmen of the General and Credentials Committees and the Chairmen of the committees, subcommittees and working groups may exercise the right to vote, provided that they are representatives of participating States;

(b) Decisions of committees, subcommittees and working groups shall be taken by a majority of the representatives present and voting, except that the reconsideration of a proposal or an amendment shall require the majority established by rule 32.

IX. Languages and records

Rule 53
Languages of the Conference

Arabic, Chinese, English, French, Russian and Spanish shall be the languages of the Conference.

Rule 54
Interpretation

1. Speeches made in a language of the Conference shall be interpreted into the other such languages.

2. A representative may speak in a language other than a language of the Conference if the delegation concerned provides for interpretation into one such language.

Rule 55
Languages of official documents

Official documents of the Conference shall be made available in the languages of the Conference.

Rule 56
Sound recordings of meetings

Sound recordings of meetings of the Conference and of the Main Committee shall be made and kept in accordance with the practice of the United Nations. Unless otherwise decided by the Conference or the Main Committee, no such recordings shall be made of the meetings of any working group thereof.

X. Public and private meetings

General principles

Rule 57

The plenary meetings of the Conference and the meetings of any committee shall be held in public unless the body concerned decides otherwise. All decisions taken by the Plenary of the Conference at a private meeting shall be announced at an early public meeting of the Plenary.

Rule 58

As a general rule, meetings of the General Committee, subcommittees or working groups shall be held in private.

Rule 59
Communiqués on private meetings

At the close of a private meeting, the presiding officer of the organ concerned may issue a communiqué through the Secretary-General or his designated representative.

XI. Other participants and observers

Rule 60
Representatives of intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices

Save where otherwise specifically provided with respect to the European Community in these rules of procedure, representatives designated by intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under its auspices have the right to participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group.

Rule 61
Representatives of the specialized agencies and related organizations

Representatives designated by the specialized agencies and related organizations[a] may participate, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group on questions within the scope of their activities. The representatives of the relevant international financial and trade institutions shall be invited to participate in the Conference in accordance with General Assembly resolution 63/277.

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[a] These include the International Atomic Energy Agency, the World Trade Organization, the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization and the Organization for the Prohibition of Chemical Weapons.

Rule 62
Representatives of other intergovernmental organizations

Representatives designated by other intergovernmental organizations accredited to the Conference may participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group on questions within the scope of their activities.

Rule 63
Representatives of interested United Nations organs

Representatives designated by interested organs of the United Nations may participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group on questions within the scope of their activities.

Rule 64
Representatives of non-governmental organizations

Non-governmental organizations accredited to participate in the Conference may designate representatives to sit as observers at public meetings of the Conference and the Main Committee and to participate in the deliberations of the round tables.

Rule 65
Representatives of business sector entities

Business sector entities accredited to participate in the Conference may designate representatives to sit as observers at public meetings of the Conference and the Main Committee and to participate in the deliberations of the round tables.

Rule 66
Associate members of regional commissions

Representatives designated by associate members of regional commissions[b] may participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group.

Rule 67
Written statements

Written statements submitted by the designated representatives referred to in rules 60 to 66 shall be distributed by the secretariat to all delegations in the quantities and in the language in which the statements are made available to it at the site of the Conference, provided that a statement submitted on behalf of a non-governmental organization or business sector entity is related to the work of the Conference and is on a subject in which the organization has a special competence.

[b] American Samoa, Anguilla, Aruba, British Virgin Islands, Commonwealth of the Northern Mariana Islands, French Polynesia, Guam, Montserrat, Netherlands Antilles, New Caledonia, Puerto Rico and United States Virgin Islands.

XII. Suspension and amendment of the rules of procedure

Rule 68
Method of suspension

Any of these rules may be suspended by the Conference provided that 24 hours' notice of the proposal for the suspension has been given, which may be waived if no representative objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.

Rule 69
Method of amendment

These rules of procedure may be amended by a decision of the Conference taken by a two-thirds majority of the representatives present and voting, after the General Committee has reported on the proposed amendment.

Annex II

Provisional agenda of the Conference on the World Financial and Economic Crisis and Its Impact on Development

1. Opening of the Conference.
2. Election of the President.
3. Adoption of the rules of procedure.
4. Adoption of the agenda and other organizational matters.
5. Election of officers other than the President.
6. Organization of work, including the establishment of the Main Committee.
7. Credentials of representatives to the Conference:
   (a) Appointment of members of the Credentials Committee;
   (b) Report of the Credentials Committee.
8. General debate on the world financial and economic crisis and its impact on development:
   (a) General exchange of views on the world financial and economic crisis and its impact on development;
   (b) Consideration of the draft outcome document of the Conference.
9. Interactive round tables under the overall theme "Examining and overcoming the deepening world financial and economic crisis and its impact on development", focusing on the main issues before the Conference:
   (a) Present and future impacts of the crisis on, inter alia, employment, trade, investment and development, including the achievement of the internationally agreed development goals and the Millennium Development Goals (round table 1);
   (b) Coordinated and collaborative actions and appropriate measures to mitigate the impact of the crisis on development (round table 2);
   (c) The role of the United Nations and its Member States in the ongoing international discussions on reforming and strengthening the international financial and economic system and architecture (round table 3);
   (d) Contributions of the United Nations development system in response to the crisis (round table 4).
10. Adoption of the outcome document of the Conference.
11. Adoption of the report of the Conference.

Annex III

Proposed timetable for the work of the Conference on the World Financial and Economic Crisis and Its Impact on Development

Date/time	*Agenda item/programme*	
Monday, 1 June		
Opening plenary meeting		
10 a.m.-1 p.m.	1	Opening of the Conference by the Secretary-General of the United Nations
	2	Election of the President
	1	Opening statements by the President of the Conference and the Secretary-General of the United Nations
	3	Adoption of the rules of procedure
	4	Adoption of the agenda and other organizational matters
	5	Election of officers other than the President
	6	Organization of work, including the establishment of the Main Committee
	7 (a)	Credentials of representatives to the Conference: appointment of members of the Credentials Committee
	8 (a)	General exchange of views on the world financial and economic crisis and its impact on development
		Statements by Heads of State or Government, ministers and heads of delegation
Plenary meeting		
3-6 p.m.	8 (a)	General exchange of views on the world financial and economic crisis and its impact on development
		Statements by Heads of State or Government, ministers and heads of delegation
Main Committee[a]		
3-6 p.m.	8 (b)	Consideration of the draft outcome document of the Conference

Date/time	*Agenda item/programme*	
Round tables		
3-6 p.m.	9 (a)	Round table 1: Present and future impacts of the crisis on, inter alia, employment, trade, investment and development, including the achievement of the internationally agreed development goals and the Millennium Development Goals
Tuesday, 2 June		
Plenary meeting		
10 a.m.-1 p.m.	8 (a)	General exchange of views on the world financial and economic crisis and its impact on development Statements by Heads of State or Government, ministers and heads of delegation
Main Committee[a]		
10 a.m.-1 p.m.	8 (b)	Consideration of the draft outcome document of the Conference
Round tables		
10 a.m.-1 p.m.	9 (b)	Round table 2: Coordinated and collaborative actions and appropriate measures to mitigate the impact of the crisis on development
Plenary meeting		
3-6 p.m.	8 (a)	General exchange of views on reviewing the world financial and economic crisis and its impact on development Statements by Heads of State or Government, ministers and heads of delegation
Main Committee[a]		
3-6 p.m.	8 (b)	Consideration of the draft outcome document of the Conference
Round tables		
3-6 p.m.	9 (c)	Round table 3: The role of the United Nations and its Member States in the ongoing international discussions on reforming and strengthening the international financial and economic system and architecture

Date/time	*Agenda item/programme*	
Wednesday, 3 June		
Plenary meeting		
10 a.m.-1 p.m.	8 (a)	General exchange of views on reviewing the world financial and economic crisis and its impact on development
		Statements by Heads of State or Government, ministers and heads of delegation
Main Committee[a]		
10 a.m.-1 p.m.	8 (b)	Consideration of the draft outcome document of the Conference
Round tables		
10 a.m.-1 p.m.	9 (d)	Round table 4: Contributions of the United Nations development system in response to the crisis
Closing plenary meeting		
3-6 p.m.	7 (b)	Credentials of representatives to the Conference: report of the Credentials Committee
	10	Adoption of the outcome document of the Conference
	11	Adoption of the report of the Conference
		Closing of the Conference

[a] As required, subject to the provisions of paragraph 21 in the body of the report above.